

CIRCUIT COURT CASELOAD - PART 4: CASE AGE AT DISPOSITION AND PENDING CASE AGE

General Reporting Instructions: These reports are to be submitted **annually** with the 4th quarter of Parts 1 and 2. Case age measurement occurs at different stages of a case depending on the case type. Refer to the specific instructions to determine the measurement criteria for each type of case. **Except as otherwise noted, disposition is based on the definitions in Part 2.**

Each judge of a court shall report his/her case data individually by bar number (including cases that are handled by referees). When cases from a judge's caseload are assigned to a judge of another court by the SCAO, the court must still report them; however, it is at the court's discretion whether they report assigned cases under the bar number of the original judge or under the bar number of the assigned judge. Do not report them under both. For any case that is reassigned internally, the court must report the case under the bar number of the judge to whom it is assigned at the time the case is disposed, or under the bar number of the judge to whom it is assigned if the case remains pending at the end of the reporting period.

Cases that have been reported disposed under "Inactive Status" (as defined by that line in Part 2 of the caseload instructions) **are not adjudicated and shall not be reported on these case age reports under either the column for pending or for disposition.** Once a case that has been on "inactive status" qualifies for reporting as "reopened" based on the instructions in Part 1, it must be reported on these case age reports as either pending or disposed according to its status as of December 31 of the reporting year; however, when calculating the age of the case, **subtract the time that particular case was out of the court's control on "inactive status."** Also, any other case (**except for DL and NA case types**) that is reopened must be reported on these case age reports as either pending or disposed according to its status as of December 31 of the reporting year with the age calculated by **subtracting the time from the original disposition of that particular case to the reopen date.**

Inactive Status defined: A case is on "inactive status" when it has been disposed as inactive based upon the guidelines in Part 2. "Inactive status" is available only to cases reported in Sections A, B, C, D, and E. Delays caused for any other reason shall not be subtracted from the time. As stated previously, the age of a case while on **inactive status** shall not be reported under columns for pending or for disposition.

Although case type codes are organized in groupings, cases associated with each case type code are to be reported separately throughout this entire report. For example, although AA, AE, AL, and AP are combined, AA cases should be reported under its own column, AE cases should be reported under its own column, etc.

NOTE: Except for DL, TL, DJ, and NA case types and Section I, disposed cases reported in Part 4 must equal disposed cases reported in Part 2 less cases disposed by methods "Inactive Status" and "Case Type Change" and pending cases reported in Part 4 must equal ending pending cases calculated from the data provided in Parts 1 and 2.

Delay Codes for Criminal Proceedings:

ZTA = trial adjourned for good cause other than any reason listed below (specify)
ZPA = pretrial proceeding adjourned for good cause other than any reason listed below (specify)
ZDE = delay in processing evidence
ZIA = interlocutory appeal
ZEH = evidentiary or motion hearing
ZPE = psychiatric evaluation or hearing
ZSC = court scheduling conflict
ZSA = attorney scheduling conflict
ZDU = defendant unavailable
ZWU = witness unavailable
ZCA = change of attorney
ZNW = jail mittimus or writ not executed
ZCC = court not in session/court closed
ZCS = case consolidated or severed
ZPI = illness of a party
ZJA = judicial absence
ZOC = docket congestion
ZOT = other (specify)

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SECTION B: CRIMINAL

Report B1: Delay in Criminal Proceedings - Disposed Cases

The following information must be reported monthly by assigned judge. See page 41 for instructions in determining the assigned judge. For each case disposed after 154 days, provide the case number, the case type code, the defendant's name, the exact age of the case in days at time of disposition, and the reason(s) for delay. In providing reasons for delay, use the delay codes listed on page 41, and enter under every code that applies the number of times that particular reason occurred on each case. A screen will be provided on the Caseload Reporting System (CRS) to enter each case as follows. If there are no cases to report, indicate that by entering "0" in the "Case Number" field.

Line	Case Number	Case Type (AX, FC, FH, FJ)	Defendant's Name (optional)	Case Age	Delay Code(s) and Number of Times Applicable
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Report B2: Delay in Criminal Proceedings - Pending Cases

The following information must be reported monthly by assigned judge. See page 41 for instructions in determining the assigned judge. For each case pending with an age more than 154 days, provide the case number, the case type code, the defendant's name, the exact age of the pending case in days, and the reason(s) for delay. In providing reasons for delay, use the delay codes listed on page 41, and enter under every code that applies the number of times that particular reason occurred on each case. A screen will be provided on the Caseload Reporting System (CRS) to enter each case as follows. If there are no cases to report, indicate that by entering "0" in the "Case Number" field.

Line	Case Number	Case Type (AX, FC, FH, FJ)	Defendant's Name (optional)	Case Age	Next Action Date	Delay Code(s) and Number of Times Applicable
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